

8-5-2014

# Student Government By-Laws

Student Senate

*University of Nebraska at Omaha*

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**Student Government  
of the  
University of Nebraska at Omaha**

**BY-LAWS**

Approved by the Student Senate on:..... April 10, 2014

Approved by the UNO Chancellor on: ..... August 5, 2014

Effective Date: ..... August 5, 2014

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**ARTICLE I: EXECUTIVE BRANCH**

**Section A: Executive Council**

Clause 1: The Executive Council shall consist of the following members: President/Regent, Vice President, External Relations Liaison, Executive Treasurer, Public Relations Officer, Programming Officer, and Speaker of the Student Senate.

Clause 2: The President/Regent shall serve as chairperson of this council and is responsible for reporting all Executive Council action to the Student Senate.

Clause 3: Duties of the Executive Council shall include, but not be limited to, the following:

- a. To meet regularly throughout the year to inform and advise one another on the progress of the various tasks that each member is currently overseeing;
- b. To assist in the planning of all SG-UNO-activities;
- c. To help guide SG-UNO in accomplishing its mission;
- d. To review the following SG-UNO documents when necessary:
  1. SG-UNO Constitution;
  2. SG-UNO By-Laws;
  3. Student Activities Budget Commission Internal Operating Procedures;
  4. SG-UNO Agency Internal Operating Procedures;
  5. SG-UNO Commission and Court Internal Operating Procedures;
  6. SG-UNO Election Commission Internal Operating Procedures;

- 7. SG-UNO Election Rules;
  - 8. All other additional SG-UNO governing documents.
  - e. To complete all other duties assigned by the Student Senate.
- Clause 4: The Executive Council shall be empowered to act in lieu of the Student Senate on all matters, except:
- a. Appointment of SG-UNO members, with the exception of the following:
    - 1. Freshman Leadership Council Members;
    - 2. Agency Directors.
  - b. Allocation of SG-UNO funds over two-hundred dollars (\$200.00) not previously approved;
  - c. SG-UNO Constitutional amendments;
  - d. SG-UNO By-Law amendments.
- Clause 5: The actions of the Executive Council shall stand unless the Student Senate calls for a vote on the actions of this council and overturns them by a simple majority.
- Clause 6: The members of the Executive Council shall have the power to temporarily transfer their duties to another member of the Council for reasons including, but not limited to, emergency illness or injury, death in the family, mandatory school trip.
- a. The officer wishing to temporarily transfer duties will compose a letter outlining the reason for transfer, expected date of return, and the officer who will take over the duties. The letter will be signed by the officer transferring duties and the officer accepting them.
  - b. Any reason for the transfer not outlined in Article I, Section A, Clause 6, will be required to be approved by a simple majority vote of the Executive Council.

## **Section B: Requirements and Duties for the Office of President/Regent**

- Clause 1: Requirements to be elected and to serve as President/Regent shall be the following:
- a. To be a member of the Electorate for at least two (2) years (completed four (4) consecutive semesters);
  - b. To maintain a 2.5 cumulative Grade Point Average;

- c. To be continuously enrolled in a minimum of six (6) credit hours, with the option of a credit hour requirement appeal to the Student Court;
  - d. To fulfill the requirements set by the University of Nebraska Board of Regents, the SG-UNO Constitution, and these By-Laws.
- Clause 2: Election of the President/Regent shall take place during the general election of all elected members of SG-UNO. If the President/Regent-elect is deemed ineligible prior to installation of office, the Vice President-elect would then become President/Regent-elect.
- Clause 3: The term of office for the President/Regent shall be for one (1) year or until the next President/Regent's installation, death, resignation, or removal from office. No individual shall serve more than three (3) years as President/Regent.
- Clause 4: In the case of a vacancy in the position of President/Regent due to death, resignation, or removal, the position shall be filled by the Vice President. The new President/Regent shall appoint a new Vice President with a two-thirds (2/3) majority vote of the Student Senate.
- Clause 5: Duties of the President/Regent shall include, but not be limited to, the following:
- a. To attend the following meetings:
    - 1. University of Nebraska Board of Regents;
    - 2. Executive Council;
    - 3. Student Senate sessions (non-voting member);
    - 4. Student Senate Committee meetings (non-voting member);
    - 5. Any other meetings as deemed appropriate.
  - b. To be in communication with the UNO Chancellor and other administrators on a regular basis;
  - c. To appoint the following positions:
    - 1. External Relations Liaison by the last Student Senate session in the Spring Semester (see Article 1, Section D, Clause 2);
    - 2. Executive Treasurer by the last Student Senate session in the Spring Semester (see Article 1, Section E, Clause 2);
    - 3. Public Relations Officer by the last Student Senate session in the Spring Semester (see Article 1, Section F, Clause 2);

4. Programming Officer by the last Student Senate session in the Spring Semester (see Article 1, Section G, Clause 2);
  - d. To serve as the chairperson for Executive Council meetings;
  - e. To report the actions of the Executive Council to the Student Senate;
  - f. To assist in the training of each member of the Executive Council;
  - g. To propose a yearly budget, prepared by the Executive Treasurer, to the Student Activities Budget Commission on behalf of SG-UNO;
  - h. To cast the deciding vote for the Student Senate in the case of a tie;
  - i. To sign or veto all Student Senate Resolutions passed by the Student Senate by using the procedures prescribed in Article II, Section J, Clause 4, Letter D of these By-Laws;
  - j. To deliver a report at each Student Senate session on all relevant activities in which the President/Regent is involved, including items relating to the University of Nebraska Board of Regents;
  - k. To serve a minimum of five (5) office hours per week during the fall and spring semesters, and four (4) office hours per month during the summer sessions;
  - l. To complete all other duties assigned by the Student Senate.
- Clause 6: Attendance of the President/Regent shall be governed by the following SG-UNO policy:
- a. Three (3) missed Executive Council meetings is cause for impeachment;
  - b. One (1) missed University of Nebraska Board of Regents meeting is equivalent to one (1) missed Executive Council meeting;
  - c. One (1) missed Student Senate session is equivalent to one (1) missed Executive Council meeting, unless the session conflicts with a University of Nebraska Board of Regents function;
  - d. One (1) missed Student Senate Committee meeting is equivalent to one (1) missed Executive Council meeting, unless the meeting conflicts with a University of Nebraska Board of Regents function;
  - e. Each missed day of a SG-UNO Retreat is equivalent to one (1) missed Executive Council meeting, unless the retreat conflicts with a University of Nebraska Board of Regents function;
  - f. Two (2) missed meetings of any other committee in which the President/Regent is involved is equivalent to one (1) missed Executive Council meeting, each time the

violation occurs, unless the meeting conflicts with a University of Nebraska Board of Regents function;

- g. Failure to serve at least five (5) office hours per week during the fall and spring semesters, and four (4) office hours per month during the summer sessions shall be equivalent to one (1) missed Executive Council meeting, each time the violation occurs.

Clause 7: Impeachment of the President/Regent shall be governed by the following SG-UNO policy:

- a. Violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office shall result in impeachment. Removal shall follow the guidelines for impeachment or automatic removal set forth in the SG-UNO Constitution;
- b. Should violation of any of the previous clauses or other clear nonfeasance of office occur during the summer months caused by an extended absence from the Omaha area due to, but not limited to, summer internships or jobs, an exemption from impeachment may be granted based on the discretion of the Student Court;
- c. Should violation of any of the previous clauses or other clear nonfeasance of office occur due to an emergency situation, the President/Regent may request a pardon from the Student Court within one (1) week of the violation.

### **Section C: Requirements and Duties for the Office of Vice President**

Clause 1: Requirements for the Vice President shall be identical to those set for the President/Regent, as set forth above in Article I, Section B, Clause 1.

Clause 2: The Vice President shall be elected on the same ticket as the President/Regent.

Clause 3: The terms served by the Vice President shall be identical to those served by the President/Regent. No individual shall serve more than three (3) terms as Vice President.

Clause 4: In the case of a vacancy in the position of Vice President due to death, resignation, or removal, the position shall be filled by the appointment of a new Vice President by the President/Regent with confirmation by a two-thirds (2/3) majority vote of the Student Senate. The President/Regent has 30 business days to fill the vacancy. Until the position is filled, the President/Regent shall fulfill all of the Vice President's duties.

Clause 5: Duties of the Vice President shall include, but not be limited to, the following:

- a. To attend the following meetings:
  - 1. Executive Council;

2. Student Senate sessions (non-voting member);
  3. Freshmen Leadership Council;
  4. All meetings in the absence of the President/Regent as deemed necessary;
  5. Any other meetings as deemed appropriate by the President/Regent.
- b. To assist the President/Regent in carrying out duties;
  - c. To organize, schedule, and serve as the chairperson for the Freshmen Leadership Council;
  - d. To appoint the following positions:
    1. Members of the Freshmen Leadership Council (see Article II, Section L, Clause 2);
    2. Student Court Justices by May 1 (see Article III, Section A, Clause 2);
    3. Traffic Appeals Commissioners as needed (see Article III, Section C, Clause 2);
    4. Student Activities Budget Commission Student-at-Large members by November 1 (see Article II, Section K, Clause 2);
  - e. To cast the deciding vote for the Student Senate in the absence of the President/Regent in the case of a tie;
  - f. To report the actions of the Freshmen Leadership Council, Student Court, and the Traffic Appeals Commission to the Student Senate;
  - g. To record and enforce the attendance policy of SG-UNO Executive Council members;
  - h. To ensure that the minutes of all SG-UNO Executive Council meetings are recorded;
  - i. To deliver a report at each Student Senate session on all relevant activities in which the Vice President is involved;
  - j. To serve a minimum of five (5) office hours per week during the fall and spring semesters, and four (4) office hours per month during the summer sessions;
  - k. To complete all other duties assigned by the Student Senate.

Clause 6: Attendance of the Vice President shall be governed by the following SG-UNO policy:

- a. Three (3) missed Executive Council meetings is cause for impeachment;

- b. One (1) missed Student Senate session is equivalent to one (1) missed Executive Council meeting;
- c. Each missed day of a SG-UNO Retreat is equivalent to one (1) missed Executive Council meeting;
- d. Two (2) missed meetings of any other committee in which the Vice President is involved, such as the Freshmen Leadership Council, is equivalent to one (1) missed Executive meeting, each time the absences occur;
- e. Failure to serve at least five (5) office hours per week during the fall and spring semesters and four (4) office hours per month during the summer sessions shall be equivalent to one (1) missed Executive Council meeting, each time the failure occurs.

Clause 7: Impeachment of the Vice President shall be governed by the following SG-UNO policy:

- a. Violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office shall result in impeachment. Removal shall follow the guidelines for impeachment or automatic removal set forth in the SG-UNO Constitution;
- b. Should violation of any of the previous clauses or other clear nonfeasance of office occur during the summer months caused by an extended absence from the Omaha area due to, but not limited to, summer internships or jobs, an exemption from impeachment may be granted based on the discretion of the Student Court;
- c. Should violation of any of the previous clauses or other clear nonfeasance of office occur due to an emergency situation, the Vice President may request a pardon from the Student Court within one (1) week of the violation.

#### **Section D: Requirements and Duties for the Office of [External Relations Liaison](#)**

Clause 1: Requirements to be appointed and to serve as [External Relations Liaison](#) shall be the following:

- a. To be a member of the Electorate;
- b. To maintain a 2.5 cumulative Grade Point Average;
- c. To be continuously enrolled in a minimum of six (6) credit hours, with the option of a credit hour requirement appeal to the Student Court;
- d. To fulfill the requirements set by the SG-UNO Constitution and these By-Laws.



- Clause 2: Appointment of the [External Relations Liaison](#) shall be the duty of the President/Regent with confirmation by a two-thirds (2/3) majority vote of the Student Senate. The President/Regent has 30 business days to fill the vacancy.
- Clause 3: Terms of the [External Relations Liaison](#) shall not exceed one (1) year or until the next Senate installation. No individual shall serve more than three (3) terms as [External Relations Liaison](#).
- Clause 4: In the case of a vacancy in the position of [External Relations Liaison](#) due to death, resignation, or removal, the Vice President shall fulfill all duties.
- Clause 5: Duties of the [External Relations Liaison](#) shall include, but not be limited to, the following:
- a. To attend the following meetings:
    - 1. Executive Council;
    - 2. Student Senate sessions (non-voting member);
    - 3. External Relations Cabinet;
    - 4. Any other meetings as deemed appropriate by the President/Regent.
  - b. To appoint the SG-UNO Agency Directors (see Article VI, Section C, Clause 2);
    - 1. To appoint university-wide committee members as needed;
    - 2. To appoint members to the External Relations Cabinet (see Article IV, Clause 2);
    - 3. To serve as the chairperson for External Relations Cabinet meetings;
    - 4. To report the actions of the External Relations Cabinet to the Student Senate;
    - 5. To deliver a report at each Student Senate session on all relevant activities in which the External Relations Liaison is involved;
    - 6. To serve a minimum of five (5) office hours per week during the fall and spring semesters and four (4) office hours per month during the summer sessions;
    - 7. To complete all other duties assigned by the Student Senate.
- Clause 6: Attendance of the External Relations Liaison shall be governed by the following SG-UNO policy:
- a. Three (3) missed Executive Council meetings is cause for removal;

- b. One (1) missed Student Senate session is equivalent to one (1) missed Executive Council meeting;
- c. Each missed day of a SG-UNO Retreat is equivalent to one (1) missed Executive Council meeting;
- d. Two (2) missed meetings of any other committee in which the External Relations Liaison is involved, such as the External Relations Cabinet, is equivalent to one (1) missed Executive Council meeting;
- e. Failure to serve at least five (5) office hours per week during the fall and spring semesters and four (4) office hours per month during the summer sessions shall be equivalent to one (1) missed Executive Council meeting.

Clause 7: Removal of the External Relations Liaison shall be governed by the following SG-UNO policy:

- a. Violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office shall result in removal. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution;
- b. Should violation of any of the previous clauses or other clear nonfeasance of office occur during the summer months caused by an extended absence from the Omaha area due to, but not limited to, summer internships or jobs, an exemption from removal may be granted based on the discretion of the Student Court;
- c. Should violation of any of the previous clauses or other clear nonfeasance of office occur due to an emergency situation, the External Relations Liaison may request a pardon from the Student Court within one (1) week of the violation.

## **Section E: Requirements and Duties for the Office of Executive Treasurer**

Clause 1: Requirements to be appointed and to serve as Executive Treasurer shall be the following:

- a. To be a member of the Electorate;
- b. To maintain a 2.5 cumulative Grade Point Average;
- c. To be continuously enrolled in a minimum of six (6) credit hours, with the option of a credit hour requirement appeal to the Student Court;
- d. To fulfill the requirements set by the SG-UNO Constitution and these By-Laws.

Clause 2: Appointment of the Executive Treasurer shall be the duty of the President/Regent with confirmation by a two-thirds (2/3) majority vote of the Student Senate. The President/Regent has 30 business days to fill the vacancy.

- Clause 3: Terms of the Executive Treasurer shall not exceed one (1) year or until the next Senate installation. No individual shall serve more than three (3) terms as Executive Treasurer.
- Clause 4: In the case of a vacancy in the position of Executive Treasurer due to death, resignation, or removal, the Vice President shall fulfill all duties.
- Clause 5: Duties of the Executive Treasurer shall include, but not be limited to, the following:
- a. To attend the following meetings:
    1. Executive Council;
    2. Student Senate sessions (non-voting member);
    3. Student Activities Budget Commission (non-voting member);
    4. Any other meetings as deemed appropriate by the President/Regent.
  - b. To monitor all accounts and expenses and ensure the payment of all debts incurred by SG-UNO and its agencies;
  - c. To prepare a yearly budget on behalf of SG-UNO, to be proposed by the President/Regent to the Student Activities Budget Commission;
  - d. To provide updated monthly records of SG-UNO expenditures to the following:
    1. Executive Council;
    2. Student Senate Committee Chairpersons;
    3. Student Senate sessions;
    4. SG-UNO Agency Directors.
  - e. To serve as the chairperson for Student Activities Budget Commission meetings;
  - f. To appoint Student Senators to the Student Activities Budget Commission by November 1 (see Article II, Section K, Clause 2);
  - g. To submit and maintain internal operating procedures for the Student Activities Budget Commission;
  - h. To submit and present the final budget of the Student Activities Budget Commission to the Student Senate for approval;
  - i. To appoint students as the Existing Programs Directors as needed;

- j. To oversee the activities of the Existing Programs Directors;
- k. To deliver a report at each Student Senate session on all relevant activities in which the Executive Treasurer is involved;
- l. To serve a minimum of five (5) office hours per week during the fall and spring semesters and four (4) office hours per month during the summer sessions;
- m. To complete all other duties assigned by the Student Senate.

Clause 6: Attendance of the Executive Treasurer shall be governed by the following SG-UNO policy:

- a. Three (3) missed Executive Council meetings is cause for removal;
- b. One (1) missed Student Senate session is equivalent to one (1) missed Executive Council meeting;
- c. One (1) missed Student Activities Budget Commission meeting is equivalent to one (1) missed Executive Council meeting;
- d. Each missed day of a SG-UNO Retreat is equivalent to one (1) missed Executive Council meeting;
- e. Two (2) missed meetings of any other committee in which the Executive Treasurer is involved is equivalent to one (1) missed Executive Council meeting;
- f. Failure to serve at least five (5) office hours per week during the fall and spring semesters and four (4) office hours per month during the summer sessions shall be equivalent to one (1) missed Executive Council meeting.

Clause 7: Removal of the Executive Treasurer shall be governed by the following SG-UNO policy:

- a. Violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office shall result in removal. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution;
- b. Should violation of any of the previous clauses or other clear nonfeasance of office occur during the summer months caused by an extended absence from the Omaha area due to, but not limited to, summer internships or jobs, an exemption from impeachment may be granted based on the discretion of the Student Court;
- c. Should violation of any of the previous clauses or other clear nonfeasance of office occur due to an emergency situation, the Executive Treasurer may request a pardon from the Student Court within one (1) week of the violation.

## **Section F: Requirements and Duties for the Public Relations Officer**

- Clause 1: Requirements to be appointed and to serve as Public Relations Officer shall be the following:
- a. To be a member of the Electorate;
  - b. To maintain a 2.5 cumulative Grade Point Average;
  - c. To be continuously enrolled in a minimum of six (6) credit hours, with the option of a credit hour requirement appeal to the Student Court;
  - d. To fulfill the requirements set by the SG-UNO Constitution and these By-Laws.
- Clause 2: Appointment of the Public Relations Officer shall be the duty of the President/Regent with confirmation by a two-thirds (2/3) majority vote of the Student Senate. The President/Regent has 30 business days to fill the vacancy.
- Clause 3: Terms of the Public Relations Officer shall not exceed one (1) year or until the next Senate installation. No individual shall serve more than three (3) terms Public Relations Officer.
- Clause 4: In the case of a vacancy in the position of Public Relations Officer due to death, resignation, or removal, the Vice President shall fulfill all duties-
- Clause 5: Duties of the Public Relations Officer shall include, but not be limited to, the following:
- a. To attend the following meetings:
    1. Executive Council;
    2. Student Senate sessions (non-voting member);
    3. Election Commission (non-voting member);
    4. Any other meetings as deemed appropriate by the President/Regent.
  - b. To advertise events and promote the mission and visibility of SG-UNO;
  - c. To write and distribute press releases on behalf of SG-UNO;
  - d. To advertise and promote SG-UNO elections;
  - e. To appoint Election Commissioners by November 1 (see Article III, Section B, Clause 2);
  - f. To train and inform all members of the Election Commission;

- g. To assist in the management of SG-UNO elections by working in conjunction with the Programming Officer and the Election Commission;
- h. To report the actions of the Election Commission to the Student Senate;
- i. To deliver a report at each Student Senate session on all relevant activities in which the Public Relations Officer is involved;
- j. To serve a minimum of five (5) office hours per week during the fall and spring semesters and four (4) office hours per month during the summer sessions;
- k. To complete all other duties assigned by the Student Senate.

Clause 6: Attendance of the Public Relations Officer shall be governed by the following SG-UNO policy:

- a. Three (3) missed Executive Council meetings is cause for removal;
- b. One (1) missed Student Senate session is equivalent to one (1) missed Executive Council meeting;
- c. Each missed day of a SG-UNO Retreat is equivalent to one (1) missed Executive Council meeting;
- d. Two (2) missed meetings of any other committee in which the Public Relations Officer is involved, such as the Election Commission, is equivalent to one (1) missed Executive Council meeting;
- e. Failure to serve at least five (5) office hours per week during the fall and spring semesters and four (4) office hours per month during the summer sessions shall be equivalent to one (1) missed Executive Council meeting.

Clause 7: Removal of the Public Relations Officer shall be governed by the following SG-UNO policy:

- a. Violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office shall result in removal. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution;
- b. Should violation of any of the previous clauses or other clear nonfeasance of office occur during the summer months caused by an extended absence from the Omaha area due to, but not limited to, summer internships or jobs, an exemption from impeachment may be granted based on the discretion of the Student Court;
- c. Should violation of any of the previous clauses or other clear nonfeasance of office occur due to an emergency situation, the Public Relations Officer may request a pardon from the Student Court within one (1) week of the violation.

## **Section G: Requirements and Duties for the Programming Officer**

Clause 1: Requirements to be appointed and to serve as Programming Officer shall be the following:

- a. To be a member of the Electorate;
- b. To maintain a 2.5 cumulative Grade Point Average;
- c. To be continuously enrolled in a minimum of six (6) credit hours, with the option of a credit hour requirement appeal to the Student Court;
- d. To fulfill the requirements set by the SG-UNO Constitution and these By-Laws.

Clause 2: Appointment of the Programming Officer shall be the duty of the President/Regent with confirmation by a two-thirds (2/3) majority vote of the Student Senate. The President/Regent has 30 business days to fill the vacancy.

Clause 3: Terms of the Programming Officer shall not exceed one (1) year or until the next Senate installation. No individual shall serve more than three (3) terms as Programming Officer.

Clause 4: In the case of a vacancy in the position of Programming Officer due to death, resignation, or removal, the Vice President shall fulfill all duties.:-

Clause 5: Duties of the Programming Officer shall include, but not be limited to, the following:

- a. To attend the following meetings:
  1. Executive Council;
  2. Student Senate sessions (non-voting member);
  3. Election Commission (non-voting member);
  4. Any other meetings as deemed appropriate by the President/Regent.
- b. To plan and organize the following:
  1. A minimum of two (2) SG-UNO retreats per academic year, with at least one (1) in the Fall semester and one (1) in the Spring semester;
  2. The SG-UNO Banquet and Installation Ceremony to be held annually following elections;
  3. Other events to promote the mission and visibility of SG-UNO.
- c. To appoint, along with the Public Relations Officer, Election Commissioners by November 1 (see Article III, Section B, Clause 2);

- d. To train and inform all members of the Election Commission;
- e. To assist in the management of SG-UNO elections by working in conjunction with the Public Relations Officer and the Election Commission;
- f. To report the actions of the Election Commission to the Student Senate;
- g. To deliver a report at each Student Senate session on all relevant activities in which the Programming Officer is involved;
- h. To serve a minimum of five (5) office hours per week during the fall and spring semesters and four (4) office hours per month during the summer sessions;
- i. To complete all other duties assigned by the Student Senate.

Clause 6: Attendance of the Programming Officer shall be governed by the following SG-UNO policy:

- a. Three (3) missed Executive Council meetings is cause for removal;
- b. One (1) missed Student Senate session is equivalent to one (1) missed Executive Council meeting;
- c. Each missed day of a SG-UNO Retreat is equivalent to one (1) missed Executive Council meeting;
- d. Two (2) missed meetings of any other committee in which the Programming Officer is involved, such as the Election Commission, is equivalent to one (1) missed Executive Council meeting;
- e. Failure to serve at least five (5) office hours per week during the fall and spring semesters and four (4) office hours per month during the summer sessions shall be equivalent to one (1) missed Executive Council meeting.

Clause 7: Removal of the Programming Officer shall be governed by the following SG-UNO policy:

- a. Violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office shall result in removal. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution;
- b. Should violation of any of the previous clauses or other clear nonfeasance of office occur during the summer months caused by an extended absence from the Omaha area due to, but not limited to, summer internships or jobs, an exemption from impeachment may be granted based on the discretion of the Student Court;



- c. Should violation of any of the previous clauses or other clear nonfeasance of office occur due to an emergency situation, the Programming Officer may request a pardon from the Student Court within one (1) week of the violation.

## **ARTICLE II: LEGISLATIVE BRANCH**

### **Section A: Senators**

Clause 1: Requirements to be elected and to serve as a Student Senator shall be the following:

- a. To be a member of the Electorate;
- b. To maintain a 2.5 cumulative Grade Point Average;
- c. To be continuously enrolled in a minimum of six (6) credit hours;
- d. To fulfill the requirements set by the SG-UNO Constitution and these By-Laws.

Clause 2: Election of Student Senators shall follow the guidelines created by the Election Commission.

Clause 3: Terms of Student Senators shall not exceed one (1) year beginning and ending at the installation of the new Student Senate.

Clause 4: In the case of a vacancy of a Student Senator seat due to death, resignation, or removal, the Speaker of the Student Senate shall appoint a new Student Senator with the two-thirds (2/3) majority vote of the Student Senate.

Clause 5: Duties of each Student Senator shall include, but not be limited to, the following:

- a. To attend the following meetings:
  - 1. Student Senate sessions;
  - 2. Respective Student Senate Committee meetings;
  - 3. Any other meetings as deemed appropriate.
- b. To make necessary proposals in the form of Student Senate Resolutions in the best interest of the student body;
- c. To research and study all issues pertaining to SG-UNO and the UNO student body;
- d. To vote or to abstain on every motion called at one's respective Student Senate Committee meeting and at Student Senate sessions;
- e. To know and follow all rules and guidelines created by SG-UNO;
- f. To complete all accepted tasks given by the Speaker of the Student Senate.

Clause 6: Attendance of each Student Senator shall be governed by the following SG-UNO policy:

- a. Four (4) missed Student Senate sessions is cause for impeachment;
- b. One (1) missed Student Senate Committee meeting is equivalent to one (1) missed Student Senate session;
- c. Each missed day of a SG-UNO Retreat is equivalent to one (1) missed Student Senate session.

Clause 7: Impeachment of a Student Senator shall be governed by the following SG-UNO policy:

- a. Violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office shall result in removal. Removal shall follow the guidelines for impeachment or automatic removal set forth in the SG-UNO Constitution.
- b. Should violation of any of the previous clauses or other clear nonfeasance of office occur due to an emergency situation, a Student Senator may request a pardon from the Student Court within one (1) week of the violation.

## **Section B: Speaker of the Senate**

Clause 1: Any Student Senator assuming the position of Speaker of the Student Senate shall retain all of the duties and privileges of the seat.

Clause 2: Requirements for the Speaker of the Student Senate shall be identical to those set for each Student Senator, as set forth above in Article II, Section A, Clause 1, in addition to those set forth by these By-Laws.

Clause 3: The nomination and election of the Speaker of the Student Senate shall be the first order of business at any Student Senate session in which the position is vacant. All nominees shall be asked to leave the room during debate among Student Senators. Voting shall be done by secret ballot with nominees being allowed to cast a vote. Election shall be by a simple majority vote of those Student Senators present.

Clause 4: In the case of a vacancy in the position of Speaker of the Student Senate due to death, resignation, or removal, the President/Regent shall fulfill all duties except the appointment of members, which shall be delayed until the election of a new Speaker of the Student Senate.

Clause 5: Duties of the Speaker of the Student Senate shall include, but not be limited to, the following:

- a. To complete all previously assigned duties as a Student Senator;
- b. To attend the following meetings:

1. Executive Council;
  2. Student Senate sessions;
  3. Student Senate Committee meetings;
  4. Any other meetings as deemed appropriate.
- c. To serve as the chairperson for Student Senate sessions;
  - d. To be knowledgeable on *Robert's Rules of Order*, the SG-UNO Constitution, these By-Laws, and the conduct of business and protocol of SG-UNO;
  - e. To create the Student Senate session and Student Senate Committee meeting schedule with the simple majority vote of the Student Senate;
  - f. To distribute a typed, formal agenda to all Student Senators forty-eight (48) hours prior to the next Student Senate session;
  - g. To establish a procedure for the registration of speakers during Student Senate Open Forum at the start of each Student Senate session;
  - h. To deliver a report at each Student Senate session on all relevant activities in which the Speaker of the Student Senate is involved;
  - i. To oversee all Student Senate Committees and supervise their chairpersons;
  - j. To cast the deciding vote for any Student Senate Committee in the case of a tie;
  - k. To assign each Student Senator to one of the Student Senate Committees;
  - l. To appoint the following positions:
    1. Student Senators, in cases of vacancy (see Article II, Section A, Clause 4);
    2. Parliamentarian;
    3. Sergeant at Arms;
    4. Academic Excellence Committee Chairperson;
    5. Campus Improvement Committee Chairperson;
    6. Sustainability Committee-Chairperson;
    7. Student Services Committee Chairperson;
    8. Faculty Senate Liaison(s) by November 1 (see Article II, Section E, Clause 3);

- m. To ensure that the minutes of all SG-UNO Student Senate sessions are recorded;
- n. To serve a minimum of five (5) office hours per week during the Fall and Spring semesters;
- o. To complete all other duties assigned by the Student Senate.

Clause 6: In the absence of the Speaker of the Student Senate, the Student Senate session shall be chaired in the following succession:

- a. Parliamentarian;
- b. Sergeant at Arms.

Clause 7: Attendance of the Speaker of the Student Senate shall be governed by the following SG-UNO policy:

- a. Three (3) missed Student Senate sessions is cause for impeachment;
- b. One (1) missed Student Senate Committee meeting is equivalent to one (1) missed Student Senate session;
- c. One (1) missed Executive Council meeting is equivalent to one (1) missed Student Senate session;
- d. Two (2) missed meetings of any other committee in which the Speaker of the Student Senate is involved is equivalent to one (1) missed Student Senate session;
- e. Failure to serve at least five (5) office hours per week during the Fall and Spring semesters shall be equivalent to one (1) missed Student Senate session.

Clause 8: Removal of the Speaker of the Student Senate shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution. In the event that the Speaker of the Student Senate is removed, the officer shall retain the Student Senate seat.

### **Section C: Parliamentarian**

Clause 1: Any Student Senator assuming the position of Parliamentarian shall retain all of the duties and privileges of the seat.

Clause 2: Requirements for the Parliamentarian shall be identical to those set for each Student Senator, as set forth above in Article II, Section A, Clause 1, in addition to those set forth by these By-Laws.

Clause 3: Appointment of the Parliamentarian shall be the duty of the Speaker of the Student Senate in the case of a vacancy in the position with confirmation by a two-thirds (2/3) majority vote of the Student Senate.

Clause 4: Duties of the Parliamentarian shall include, but not be limited to, the following:

- a. To complete all previously assigned duties as a Student Senator;
- b. To be knowledgeable on *Robert's Rules of Order*, the SG-UNO Constitution, these By-Laws, and the conduct of business and protocol of SG-UNO;
- c. To record minutes and vote counts as directed by the Speaker of the Senate.
- d. To inform the Student Senate of resignations and removals of all members of SG-UNO at Student Senate Sessions;
- e. To serve as the chairperson for the Student Senate session in the absence of the Speaker of the Student Senate;
- f. To serve as the Sergeant at Arms in that officer's absence;
- g. To complete all other duties assigned by the Student Senate.

Clause 5: Attendance of the Parliamentarian shall be identical to the SG-UNO policy set for each Student Senator.

Clause 6: Removal of the Parliamentarian shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution. In the event that the Parliamentarian is removed, the officer shall retain the Student Senate seat.

#### **Section D: Sergeant at Arms**

Clause 1: Any Student Senator assuming the position of Sergeant at Arms shall retain all of the duties and privileges of the seat.

Clause 2: Requirements for the Sergeant at Arms shall be identical to those set for each Student Senator, as set forth above in Article II, Section A, Clause 1, in addition to those set forth by these By-Laws.

Clause 3: Appointment of the Sergeant at Arms shall be the duty of the Speaker of the Student Senate in the case of a vacancy in the position with confirmation by a two-thirds (2/3) majority vote of the Student Senate.

Clause 4: Duties of the Sergeant at Arms shall include, but not be limited to, the following:

- a. To complete all previously assigned duties as a Student Senator;
- b. To be knowledgeable on *Robert's Rules of Order*, the SG-UNO Constitution, these By-Laws, and the conduct of business and protocol of SG-UNO;

- c. To escort individuals from the room in which business is being conducted during debate on the appointment of that individual, while in closed session, or upon the order of the Speaker of the Student Senate;
- d. To serve as the chairperson for the Student Senate session in the absence of the Speaker of the Student Senate and the Parliamentarian;
- e. To serve as the Parliamentarian in that officer's absence;
- f. To complete all other duties assigned by the Student Senate.

Clause 5: Attendance of the Sergeant at Arms shall be identical to the SG-UNO policy set for each Student Senator.

Clause 6: Removal of the Sergeant at Arms shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution. In the event that the Sergeant at Arms is removed, the officer shall retain the Student Senate seat.

#### **Section E: Faculty Senate Liaison(s)**

Clause 1: Student Senators assuming the position of Faculty Senate Liaison shall retain all of the duties and privileges of their seat.

Clause 2: Requirements for each Faculty Senate Liaison shall be identical to those set for each Student Senator, as set forth above in Article II, Section A, Clause 1, in addition to those set forth by these By-Laws.

Clause 3: Appointment of a Faculty Senate Liaison shall be the duty of the Speaker of the Student Senate in the case of a vacancy in the position with confirmation by a simple majority vote of the Student Senate.

Clause 4: Duties of each Faculty Senate Liaison shall include, but not be limited to, the following:

- a. To complete all previously assigned duties as a Student Senator;
- b. To attend Faculty Senate meetings as appropriate;
- c. To report monthly on the activities of the Faculty Senate during Student Senate Open Forum;
- d. To complete all other duties assigned by the Student Senate.

Clause 5: Attendance of a Faculty Senate Liaison shall be identical to the SG-UNO policy set for each Student Senator.

Clause 6: Removal of a Faculty Senate Liaison shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution. In the event that a Faculty Senate Liaison is removed, the officer shall retain the Student Senate seat.

## **Section F: Student Senate Sessions**

Clause 1: Times and places for Student Senate sessions shall be prescribed by the Speaker of the Student Senate. The Student Senate is to be in session at least once (1) each month from September through April.

Clause 2: All Student Senate sessions shall be conducted according to *Robert's Rules of Order*, the SG-UNO Constitution, and these By-Laws.

Clause 3: Quorum shall be a simple majority of the Student Senate.

Clause 4: It shall be the duty of the Speaker of the Student Senate to disseminate Student Senate session agendas to each Student Senator forty-eight (48) hours prior to the next Student Senate session. Additional agendas shall be made available to the general public in the SG-UNO office.

Clause 5: During emergencies and temporary losses of quorum, the Speaker of the Student Senate retains the right to call a recess, not to exceed fifteen (15) minutes, without the vote of the Student Senate.

Clause 6: Members of the general public shall be able to attend any and all Student Senate sessions under the restrictions provided in *Robert's Rules of Order*.

Clause 7: Removal of any person disrupting the conduct of business shall be the right of the Speaker of the Student Senate. Removal shall be the responsibility of the Sergeant at Arms.

Clause 8: An open forum shall occur at the beginning of every Student Senate session. Each speaker shall be allotted a ten (10) minute maximum time limit with the total time of Student Senate Open Forum not to exceed forty-five (45) minutes. The time limit of the individual speakers and Open Forum can be extended by a simple majority vote of the Senate. Procedures for registering to speak shall be established and published by the Speaker of the Student Senate.

Clause 9: Consideration of any business not on the agenda shall require a suspension of the rules by a two-thirds (2/3) majority vote of the Student Senate.

Clause 10: Debate shall adhere to the following guidelines:

- a. The author of a Student Senate Resolution shall be entitled to an opening and closing statement. If a group of individuals has authored a Student Senate Resolution any member of that group shall exercise this right;

- b. Questions of a speaker shall be directed to the Speaker of the Student Senate. Likewise, responses shall be directed to the Speaker of the Student Senate;
- c. The Speaker of the Student Senate may recognize non-Student Senate members only for the purpose of answering points of information, not for debate and/or discussion;
- d. Debate is to be left only to Student Senators present and voting at the Student Senate session with the following exceptions:
  - 1. A Student Senator may yield time during debate and/or discussion to a member of the Executive Council;
  - 2. The Speaker of the Student Senate reserves the right to decline time yielded to Executive Council members.

Clause 11: Voting shall adhere to the following guidelines:

- a. Votes shall be cast either in favor or against but not both;
- b. Abstentions shall be allowed and cast last;
- c. Passage of all business shall require a simple majority vote unless otherwise stated in the SG-UNO Constitution and/or these By-Laws;
- d. Roll call votes must be cast on the following:
  - 1. Student Senate Resolutions allocating SG-UNO funds;
  - 2. Student Senate Resolutions impeaching or removing a member of SG-UNO.
- e. Secret ballot votes shall be cast at the request of any Student Senator on any issue that does not allocate SG-UNO funds or impeach or remove a member of SG-UNO;
- f. The Speaker of the Student Senate or the acting Student Senate Speaker shall cast the last vote;
- g. Tie votes shall be broken by the President/Regent. In the absence of the President/Regent, the Vice President shall cast the tie-breaking vote;
- h. Voting is to be left only to Student Senators present at the Student Senate session.

Clause 12: Minutes and attendance of each Student Senate session shall be taken and submitted by the Parliamentarian for documentation.

## **Section G: Student Senate Committees**

Clause 1: Academic Excellence Committee. The duties of this committee shall include, but not be limited to, the following:



- a. To vote or abstain on all resolutions regarding academics and research;
- b. To voice the concerns of the student body for all academic related issues;
- c. To continually explore new ways to enhance the students' academic experience;
- d. To complete all other duties assigned by the Student Senate.

Clause 2: Campus Improvement Committee. The duties of this committee shall include, but not be limited to, the following:

- a. To vote or abstain on all resolutions regarding campus improvements;
- b. To voice the concerns of the student body for all issues regarding physical changes to campus;
- c. To continually explore new ways in which SG-UNO can improve the UNO campus;
- d. To complete all other duties assigned by the Student Senate.

Clause 3: Sustainability Committee

- a. To vote or abstain on all resolutions regarding sustainability;
- b. To voice the concerns of the student body for all issues regarding sustainability;
- c. To continually explore new ways to improve sustainability efforts on the UNO campus;
- d. To complete all other duties assigned by the Student Senate.

Clause 4: Student Services Committee. The duties of this committee shall include, but not be limited to, the following:

- a. To vote or abstain on all resolutions regarding student services;
- b. To voice the concerns of the student body for all issues regarding student services;
- c. To continually explore new opportunities to improve the services that affect students' lives;
- d. To complete all other duties assigned by the Student Senate.

## **Section H: Student Senate Committee Members**

Clause 1: No Student Senate Committee shall consist of fewer than four (4) Student Senators.

Clause 2: The Speaker of the Student Senate shall not sit on any of the Student Senate Committees, but shall monitor and oversee all four (4). In the case of a tie, the

Speaker of the Student Senate shall cast the deciding vote for any Student Senate Committee.

Clause 3: Students-at-Large may be allowed to serve on a Student Senate Committee as non-voting members.

### **Section I: Student Senate Committee Chairpersons**

Clause 1: The position of a Student Senate Committee Chairperson includes all rights and responsibilities of a Student Senator.

Clause 2: Requirements for each Student Senate Committee Chairperson shall be identical to those set for each Student Senator, as set forth above in Article II, Section A, Clause 1, in addition to those set forth by these By-Laws.

Clause 3: Appointment of a Student Senate Committee Chairperson shall be the duty of the Speaker of the Student Senate in the case of a vacancy in the position with confirmation by a two-thirds (2/3) majority vote of the Student Senate.

Clause 4: Duties of each Student Senate Committee Chairperson shall include, but not be limited to, the following:

- a. To complete all previously assigned duties as a Student Senator;
- b. To serve as the chairperson for respective committee meetings;
- c. To ensure that the minutes and attendance of one's committee are submitted to the Speaker of the Student Senate;
- d. To record amendments to Student Senate Resolutions assigned to one's respective Student Senate Committee and submit these amendments verbatim to the Speaker of the Student Senate;
- e. To be in communication with the Speaker of the Student Senate on a regular basis;
- f. To deliver a report at each Student Senate session on all relevant activities of one's respective committee;
- g. To complete all other duties assigned by the Student Senate.

Clause 5: Attendance of each Student Senate Committee Chairperson shall be identical to the SG-UNO policy set for each Student Senator, as set forth above in Article II, Section A, Clause 6.

Clause 6: Removal of a Student Senate Committee Chairperson shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. A chairperson may be removed at any time with a no confidence vote of two-

thirds (2/3) majority of the Student Senate. In the event that a Student Senate Committee Chairperson is removed, the officer shall retain the Student Senate seat.

## **Section J: Student Senate Resolutions**

Clause 1: The definition of a Student Senate Resolution shall be the following:

- a. A formal document requiring action from any part of UNO or any part of the University of Nebraska system;
- b. A formal document requiring action from SG-UNO including, but not limited to, the following:
  - 1. Allocation of SG-UNO funds;
  - 2. Impeachment or removal of SG-UNO members.
- c. A formal document stating the official position of SG-UNO on any issue;
- d. A formal document thanking or congratulating an individual or group of individuals for his or her services above and beyond his, her, or their position-specific duties or exceptional accomplishments at UNO;
- b. A formal document containing amendments to the SG-UNO Constitution, these By-Laws, the SG-UNO Election Rules, and/or any other document containing procedures relating to the function of SG-UNO or any group under the supervision of SG-UNO.

Clause 2: All Student Senate Resolutions must be sponsored by at least one (1) Student Senator.

Clause 3: Amendments may be added to Student Senate Resolutions according to *Robert's Rules of Order* and these amendments shall be recorded verbatim by the Parliamentarian and listed in the minutes of the Student Senate session.

Clause 4: Passage of a Student Senate Resolution shall require the following:

- a. Submission of the proposed Student Senate Resolution to the Speaker of the Student Senate forty-eight (48) hours prior to a Student Senate Committee meeting;
- b. A simple majority vote of the Student Senate Committee or Student Senate Committee Chairpersons, as designated by the Speaker of the Student Senate;
- c. The signature of the President/Regent under the following guidelines:
  - 1. If signed within five (5) business days of Student Senate passage, the proposed Student Senate Resolution becomes official;
  - 2. If not signed within five (5) business days of Student Senate passage, the proposed Student Senate Resolution does not become official and the

President/Regent's act of not signing the resolution is construed as an official Presidential Veto. The following steps should be taken:

- i. The unsigned Student Senate Resolution is put on the agenda again for the next Student Senate session;
- ii. The Student Senate shall vote on the Student Senate Resolution, with a two-thirds ( $2/3$ ) majority vote needed to override the Presidential Veto unless the Student Senate Resolution contains SG-UNO Constitution or By-Law revisions, in which case a three-fourths ( $3/4$ ) majority vote of the Student Senate is needed to overturn a Presidential Veto;
- iii. If two-thirds ( $2/3$ ) of those Student Senators present at that meeting vote in favor, or three-fourths ( $3/4$ ) in instances involving SG-UNO Constitution or By-Law revisions, the Student Senate Resolution becomes official without the signature of the President/Regent;
- iv. If less than two-thirds ( $2/3$ ) of those Student Senators present at that meeting vote in favor, or three-fourths ( $3/4$ ) in instances involving SG-UNO Constitution or By-Law revisions, the Student Senate Resolution does not become official and is declared a failed measure.

#### **Section K: Student Activities Budget Commission**

- Clause 1: Per the University of Nebraska Board of Regents policy, the Student Activities Budget Commission is a body made up of students, faculty, and staff to recommend to the Student Senate a budget for the Fund A portion of the University Program and Facilities Fees.
- Clause 2: Appointments to the Student Activities Budget Commission shall be the duty of the Vice President and the Executive Treasurer. Three (3) students-at-large shall be appointed to the commission by the Vice President by November 1. Three (3) Student Senators shall be appointed to the commission by the Executive Treasurer by November 1. Other appointments shall be made according to the guidelines prescribed in the Student Activities Budget Commission Internal Operating Procedures, in accordance with the SG-UNO Constitution and the policies of the University of Nebraska Board of Regents.
- Clause 3: Internal operating procedures, which govern all Student Activities Budget Commission meetings and activities, must be approved by the members of the Student Activities Budget Commission, the Student Senate Committee Chairpersons, and the Student Senate.
- Clause 4: All allocations of the Student Activities Budget Commission shall be approved by the Student Senate, but need not go through a Student Senate Committee.

#### **Section L: Freshmen Leadership Council**

Clause 1: Requirements to be appointed and to serve on the Freshmen Leadership Council shall be the following:

- a. To be a member of the Electorate;
- b. To maintain a 2.5 cumulative Grade Point Average;
- c. To be continuously enrolled in a minimum of six (6) credit hours;
- d. To have no more than 20 accumulated credit hours at time of appointment, excluding those earned while in high school;
- e. To fulfill the requirements set forth by the SG-UNO Constitution and these By-Laws.

Clause 2: Appointment of members of the Freshmen Leadership Council shall be the duty of the Vice President with confirmation by a simple majority vote of the SG-UNO Executive Council.

Clause 3: The Vice President shall be the chairperson of the Freshmen Leadership Council, whose duties shall include, but not be limited to:

- a. Planning and serving as chairperson for all meetings;
- b. Teaching the members of the Freshman Leadership Council about SG-UNO;
- c. All other duties required for the efficient operation of the Freshman Leadership Council.

Clause 4: The Freshmen Leadership Council shall be responsible for the following:

- a. Electing two (2) members to serve as Freshmen Senators in the Senate. These members would retain their positions on the Freshmen Leadership Council;
- b. Establishing and maintaining internal operating procedures that include procedures and criteria for the Freshmen Leadership Council. These internal operating procedures shall be approved by a simple majority vote of the Student Senate Committee Chairpersons and the Student Senate;
- c. Planning one (1) community service event per semester for all Student Government members;
- d. Accomplishing goals of the Council's own design;
- e. Any other projects given to them by the Vice President.

Clause 5: Attendance of members of the Freshmen Leadership Council shall be governed by the following SG-UNO policy:

- a. Four (4) missed Freshmen Leadership Council meetings is cause for removal.

Clause 6: Removal of a member of the Freshmen Leadership Council shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. Removal of a member of the Freshmen Leadership Council shall require a two-thirds (2/3) majority vote by the members of the Freshmen Leadership Council, and the signed approval of the Vice President within five (5) school days. **Article III: JUDICIAL BRANCH**

### **Section A: Student Court**

Clause 1: Requirements to be appointed and to serve as a Student Court Justice shall be the following:

- a. To be a member of the Electorate;
- b. To maintain a 2.5 cumulative Grade Point Average;
- c. To be continuously enrolled in a minimum of six (6) credit hours;
- d. To fulfill the requirements set by the SG-UNO Constitution and these By-Laws.

Clause 2: Appointment of Student Court Justices shall be the duty of the Vice President with confirmation by a two-thirds (2/3) majority vote of the Student Senate.

Clause 3: Terms of Student Court Justices shall not exceed one (1) year beginning and ending on May 1. An individual may seek reappointment for the position, but should be formally reappointed annually.

Clause 4: In the case of a vacancy of a position on the Student Court due to death, resignation, or removal, the Vice President shall appoint a new Student Court Justice with confirmation by a two-thirds (2/3) majority vote of the Student Senate.

Clause 5: The Student Court shall be made up of a total of five (5) Student Court Justices, including the Chief Justice, who shall be selected by the Student Court Justices at the first Student Court meeting where quorum is established and the position is vacant.

Clause 6: The jurisdiction of the Student Court shall include, but not be limited to, the following:

- a. Appeals filed from the Election Commission;
- b. Appeals filed from the Traffic Appeals Commission;
- c. Conflicts arising under the SG-UNO Constitution, these By-Laws, Student Senate Resolutions, the SG-UNO Election Rules, and any other document containing procedures relating to the function of SG-UNO or any group under the supervision of SG-UNO.

Clause 7: All rulings from the Student Court are final.

Clause 8: Duties of each Student Court Justice shall include, but not be limited to, the following:

- a. To provide a means of jurisprudence for the members of the Electorate at UNO;
- b. To meet once (1) per month during the Fall and Spring semesters;
- c. To rule on all grievances and appeals brought before the Student Court;
- d. To serve as the final authority for all lower courts that have been created through Student Senate Resolutions;
- e. To establish internal operating procedures that include procedures and criteria for the Student Court. These internal operating procedures shall be approved by the Student Senate Committee Chairpersons and the Student Senate;
- f. To complete all other duties assigned by the Student Senate.

Clause 9: Duties of the Chief Justice shall include, but not be limited to, the following:

- a. To complete all previously assigned duties as a Student Court Justice;
- b. To attend and serve as the chairperson for Student Court meetings;
- c. To train and inform all members of the Student Court;
- d. To plan a meeting schedule and meeting agendas for the Student Court;
- e. To submit a report of all proceedings, rulings, and copies of the minutes from each meeting to the Vice President and the SG-UNO Office Secretary;
- f. To complete all other duties assigned by the Student Senate.

Clause 10: Attendance of each Student Court Justice shall be governed by the following SG-UNO policy:

- a. Three (3) missed Student Court meetings is cause for impeachment.

Clause 11: Impeachment of a Student Court Justice shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. Removal shall follow the guidelines for impeachment or automatic removal set forth in the SG-UNO Constitution.

## **Section B: Election Commission**

Clause 1: Requirements to be appointed and to serve as an Election Commissioner shall be the following:

- a. To be a member of the Electorate;

- b. To maintain a 2.5 cumulative Grade Point Average;
  - c. To be continuously enrolled in a minimum of six (6) credit hours;
  - d. To fulfill the requirements set by the SG-UNO Constitution and these By-Laws.
- Clause 2: Appointment of Election Commissioners shall be the duty of the Public Relations Officer along with the Programming Officer with confirmation by a two-thirds (2/3) majority vote of the Student Senate.
- Clause 3: Terms of Election Commissioners shall not exceed one (1) year, beginning and ending on November 1. An individual may seek reappointment for the position, but should be formally reappointed annually.
- Clause 4: In the vacancy of a position on the Election Commission due to death, resignation, or removal, the Public Relations Officer shall appoint a new Election Commissioner with confirmation by a two-thirds (2/3) majority vote of the Student Senate.
- Clause 5: The Election Commission shall be made up of a total of nine (9) Election Commissioners, including the Election Commission Chairperson, who shall be selected by the Election Commissioners at the first Election Commission meeting where quorum is established and the position is vacant.
- Clause 6: All rulings from the Election Commission may be appealed to the Student Court if the Chief Justice decides the appeal has merit.
- Clause 7: The jurisdiction of the Election Commission shall include, but not be limited to, the following:
- a. Grievances filed between SG-UNO election candidates;
  - b. SG-UNO election proceedings.
- Clause 8: Duties of each Election Commissioner shall include, but not be limited to, the following:
- a. To oversee the election of all student candidates running for office at UNO;
  - b. To work with the UNO administration in overseeing all elections;
  - c. To establish the time and place of elections and the manner of voting in accordance with Article V of these By-laws;
  - d. To hear grievances submitted by students when student candidates have been accused of violating the SG-UNO Election Rules;



- e. To review and/or revise the SG-UNO Election Rules annually and to send changes to the Student Senate Committee Chairpersons and the Student Senate within sixty (60) days post-election;
- f. To establish internal operating procedures that include procedures and criteria for the Election Commission. These internal operating procedures shall be approved by the Student Senate Committee Chairpersons and the Student Senate;
- g. To serve a minimum of thirty (30) collective office hours during the week of and the week leading up to the SG-UNO elections, with each commissioner serving at least two (2) of the thirty (30) office hours;
- h. To complete all other duties assigned by the Student Senate.

Clause 9: Duties of the Election Commission Chairperson shall include, but not be limited to, the following:

- a. To complete all previously assigned duties as an Election Commissioner;
- b. To attend and serve as the chairperson for Election Commission meetings;
- c. To assist in the training of all members of the Election Commission;
- d. To work with the Public Relations Officer and Programming Officer to plan a meeting schedule and meeting agendas for the Election Commission;
- e. To record, post, and submit the attendance and office hours of all Election Commissioners to the Public Relations Officer, Programming Officer, and the SG-UNO Office Secretary;
- f. To ensure that a minimum of thirty (30) office hours per week during election season is posted and completed;
- g. To submit a report of all proceedings, rulings, and copies of the minutes from each meeting to the Public Relations Officer, Programming Officer, and the SG-UNO Office Secretary;
- h. To complete all other duties assigned by the Student Senate.

Clause 10: Attendance of each Election Commissioner shall be governed by the following SG-UNO policy:

- a. Three (3) missed Election Commission meetings is cause for removal;
- b. Failure to serve at least two (2) of the thirty (30) collective office hours during the week of and the week leading up to the SG-UNO elections shall be equivalent to half the value of one (1) missed Election Commission meeting.

Clause 11: Removal of an Election Commissioner shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution.

### **Section C: Traffic Appeals Commission**

Clause 1: Requirements to be appointed and to serve as a Traffic Appeals Commissioner shall be the following:

- a. To be a member of the Electorate;
- b. To maintain a 2.5 cumulative Grade Point Average;
- c. To be continuously enrolled in a minimum of six (6) credit hours;
- d. To fulfill the requirements set by the SG-UNO Constitution and these By-Laws.

Clause 2: Appointment of Traffic Appeals Commissioners shall be the duty of the Vice President with confirmation by a two-thirds (2/3) majority vote of the Student Senate.

Clause 3: Terms of Traffic Appeals Commissioners shall not exceed one (1) year beginning and ending on December 1. An individual may seek reappointment for the position, but should be formally reappointed annually.

Clause 4: In the case of a vacancy of a position on the Traffic Appeals Commission due to death, resignation, or removal, the Vice President shall appoint a new Traffic Appeals Commissioner with confirmation by a two-thirds (2/3) majority vote of the Student Senate.

Clause 5: The Traffic Appeals Commission shall be made up of a total of five (5) Traffic Appeals Commissioners, including the Traffic Appeals Commission Chairperson, shall be selected by the Traffic Appeals Commissioners at the first Traffic Appeals Commission meeting where quorum is established and the position is vacant.

Clause 6: All rulings from the Traffic Appeals Commission may be appealed to the Student Court if the Chief Justice decides the appeal has merit.

Clause 7: The jurisdiction of the Traffic Appeals Commission shall include, but not be limited to, the following:

- a. Parking ticket contentions;
- b. Traffic appeals.

Clause 8: Duties of each Traffic Appeals Commissioner shall include, but not be limited to, the following:

- a. To exercise jurisdiction over all parking tickets issued to students who contest the validity of tickets issued by UNO Parking Services;
- b. To be in communication with UNO Parking Services on a regular basis;
- c. To establish internal operating procedures that include procedures and criteria for the Traffic Appeals Commission. These internal operating procedures shall be approved by the Student Senate Internal Affairs Committee and the Student Senate;
- d. To complete all other duties assigned by the Student Senate.

Clause 9: Duties of the Traffic Appeals Commission Chairperson shall include, but not be limited to, the following:

- a. To complete all previously assigned duties as a Traffic Appeals Commissioner;
- b. To attend and serve as the chairperson for Traffic Appeals Commission meetings;
- c. To train and inform all members of the Traffic Appeals Commission;
- d. To plan a meeting schedule and meeting agendas for the Traffic Appeals Commission;
- e. To submit a report of all proceedings, rulings, and copies of the minutes from each meeting to the Vice President and the SG-UNO Office Secretary;
- f. To complete all other duties assigned by the Student Senate;
- g. To inform all appellants of the decisions of the Traffic Appeals Commission within five (5) business days.

Clause 10: Attendance of each Traffic Appeals Commissioner shall be governed by the following SG-UNO policy:

- a. Three (3) missed Traffic Appeals Commission meetings is cause for removal.

Clause 11: Removal of a Traffic Appeals Commissioner shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution.

## **Section D: Lower Courts and Commissions**

The creation of lower courts and commissions may be necessary to better suit the needs of the students. In such cases, all lower courts and commissions shall be created through Student Senate Resolutions, and the jurisdiction and duties of such courts and commissions shall not supersede that of the Student Court.

## **ARTICLE IV: EXTERNAL RELATIONS CABINET**

- Clause 1: The purpose of the External Relations Cabinet shall be to provide representation of the special interests of specific student populations on all SG-UNO, UNO, and the University of Nebraska Board of Regents activity. Specific underrepresented student populations on the External Relations Cabinet shall be identified and apportioned by the External Relations Liaison.
- Clause 2: To serve on the External Relations Cabinet one must be a member of the Electorate.
- Clause 3: Appointment of the members of the External Relations Cabinet members shall be the duty of the External Relations Liaison with confirmation by a two-thirds (2/3) majority vote of the Student Senate.
- Clause 4: The External Relations Liaison shall have the authority to create and eliminate External Relations Cabinet positions through proper Student Senate Resolutions.
- Clause 5: Terms of External Relations Liaison members shall not exceed one (1) year. An individual may seek reappointment for the position, but should be formally reappointed annually.
- Clause 6: In the case of a vacancy of an External Relations Liaison member due to death, resignation, or removal, the External Relations Liaison shall appoint a new External Relations Liaison member with confirmation by a two-thirds (2/3) majority vote of the Student Senate.
- Clause 7: Removal of an External Relations Liaison member shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution.

## **ARTICLE V: EXISTING PROGRAMS**

- Clause 1: Requirements to be appointed and to serve as an Existing Programs Director shall be the following:
- a. To be a member of the Electorate;
  - b. To maintain a 2.5 Cumulative Grade Point Average;
  - c. To fulfill the requirements set by the SG-UNO Constitution and these By-Laws.
- Clause 2: Appointment of Existing Programs Directors shall be the duty of the Executive Treasurer with confirmation by a two-thirds (2/3) majority vote of the Student Senate.
- Clause 3: Terms of Existing Programs Directors shall not exceed one (1) year beginning and ending on May 1. An individual may seek reappointment for the position, but should be formally reappointed annually.

Clause 4: In the case of a vacancy of an Existing Programs Director due to death, resignation, or removal, the Executive Treasurer shall appoint a new Existing Programs Director with confirmation by a two-thirds (2/3) majority of the Student Senate.

Clause 5: The Executive Treasurer shall advise and oversee the activities of the Existing Programs Directors, and is responsible for reporting all Existing Programs action to the Student Senate.

Clause 6: The Existing Programs Directors should include, but not be limited to, the following:

- a. Director of MavRide;
- b. Director of Maverick Readership;
- c. Director of B-Cycle.

Clause 7: The purpose of Existing Programs Directors shall be to maintain and advance the programs and resources that SG-UNO creates to support students.

Clause 8: Removal of an Existing Programs Director shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. An Existing Programs Director may be removed at any time with a no confidence vote of two-thirds (2/3) majority of the Student Senate.

## **ARTICLE VI: SG-UNO AGENCIES**

### **Section A: SG-UNO Agencies**

Clause 1: The purpose of SG-UNO Agencies shall be to provide support and resources for the special interests of the students at UNO.

Clause 2: The Student Senate shall have the authority to create and eliminate SG-UNO Agencies through proper Student Senate Resolutions.

### **Section B: Inter-Agency Council**

Clause 1: Duties of the Inter-Agency Council shall include, but not be limited to, the following:

- a. To meet at least bi-monthly to inform and advise one another on the progress of the various tasks that each member is currently overseeing;
- b. To complete all other duties assigned by the Student Senate.

Clause 2: The actions of the Inter-Agency Council shall stand unless the Student Senate calls for a vote on the actions of this council and overturns them by a simple majority.

### **Section C: SG-UNO Agency Directors**

- Clause 1: Requirements to be appointed and to serve as a SG-UNO Agency Director shall be the following:
- a. To be a member of the Electorate;
  - b. To maintain a 2.5 cumulative Grade Point Average;
  - c. To be continuously enrolled in a minimum of six (6) credit hours;
  - d. To fulfill the requirements set by the SG-UNO Constitution and these By-Laws.
- Clause 2: Appointment of SG-UNO Agency Directors shall be the duty of the External Relations Liaison with confirmation by a two-thirds (2/3) majority vote of the Student Senate.
- Clause 3: Terms of SG-UNO Agency Directors shall not exceed one (1) year beginning on the last Student Senate session scheduled in the Spring Semester. An individual may seek reappointment for the position, but should be formally reappointed annually.
- Clause 4: In the case of a vacancy in the position of a SG-UNO Agency Director due to death, resignation, or removal, the External Relations Liaison shall appoint a new SG-UNO Agency Director with confirmation by a two-thirds (2/3) majority vote of the Student Senate.
- Clause 5: Duties of each SG-UNO Agency Director shall include, but not be limited to, the following:
- a. To attend the following meetings:
    1. Inter-Agency Council;
    2. Any other meetings as deemed appropriate.
  - b. To provide resources and programs to be utilized by UNO students;
  - c. To propose a yearly budget to the Executive Treasurer and the Student Activities Budget Commission on behalf of the SG-UNO Agency;
  - d. To establish internal operating procedures that include procedures and criteria for the respective SG-UNO Agency. These internal operating procedures shall be approved by the Student Senate Internal Affairs Committee and the Student Senate;
  - e. To serve a minimum of ten (10) office hours per week during the fall and spring semesters and six (6) office hours per week during the summer sessions;
  - f. To complete all other duties assigned by the Student Senate.

Clause 6: Attendance of each SG-UNO Agency Director shall be governed by the following SG-UNO policy:

- a. Three (3) missed Inter-Agency Council meetings is cause for removal;
- b. Two (2) missed meetings of any other committee in which a SG-UNO Agency Director is involved is equivalent to one (1) missed Inter-Agency Council meeting;
- c. Failure to serve at least ten (10) office hours per week during the fall and spring semesters and at least six (6) office hours per week during the summer sessions shall be equivalent to one (1) missed Inter-Agency Council meeting.

Clause 7: Removal of a SG-UNO Agency Director shall result from the violation of any of the previous clauses or any other clear nonfeasance or malfeasance of office. Removal shall follow the guidelines for no confidence or automatic removal set forth in the SG-UNO Constitution.

## **ARTICLE VII: ELECTIONS**

Clause 1: The Election Commission shall administer all elections in accordance with the SG-UNO Election Rules under the authority of the Student Court.

Clause 2: The Election Commission shall establish the time and place of elections and the manner of voting in accordance with the SG-UNO Election Rules, the SG-UNO Constitution, these By-Laws, and the policies of the University of Nebraska Board of Regents.

Clause 3: The Election Commission shall have the authority to call for special elections if necessary. These elections are to be run in accordance with SG-UNO Election Rules, the SG-UNO Constitution, these By-Laws, and the policies of the University of Nebraska Board of Regents.

Clause 4: The apportionment of Student Senate seats shall be the duty of the Election Commission in accordance with the SG-UNO Constitution.

Clause 5: The Election Commission shall establish SG-UNO Election Rules in accordance with the SG-UNO Constitution, these By-Laws, and the policies of the University of Nebraska Board of Regents.

## **ARTICLE VIII: LIMITATION ARTICLE**

Clause 1: No person shall hold more than one of the following positions at the same time:

- a. President/Regent;
- b. Vice President;
- c. External Relations Liaison;

- d. Executive Treasurer;
- e. Public Relations Officer;
- f. Programming Officer;
- g. Speaker of the Student Senate (retains Student Senate seat);
- h. Student Senator (may hold Speaker of the Student Senate position);
- i. Freshmen Leadership Council member (may hold Freshman Senate position as elected by FLC);
- j. Existing Program Director;
- k. Student Court Justice;
- l. Election Commissioner;
- m. Traffic Appeals Commissioner;
- n. SG-UNO Agency Director;
- o. Member of the Publications Committee;
- p. Staff member of *The Gateway*.

Clause 2: No person serving on the Executive Council of Student Government may serve on the Executive Council of Maverick Productions.

Clause 3: No person serving on the Student Court or the Election Commission may run for an elected position within SG-UNO. If a Student Court Justice and/or an Election Commissioner wishes to run for an elected office, the officer must resign that position four (4) months prior to the ensuing election to be eligible for office.

Clause 4: The Public Relations Officer must resign the position before the appointment of any Election Commissioners in order to be eligible for election.

Clause 5: Election or appointment of a member holding another office at the time of another election or appointment shall not be construed as violating the previous clauses. Upon the new election or appointment, the member shall have five (5) business days to resign from the former position.

Clause 6: No member of the administration, full-time faculty, or full-time staff of UNO or the University of Nebraska system shall be allowed to serve on SG-UNO.

## **ARTICLE IX: AMENDMENTS**



These By-Laws may be amended through a Student Senate Resolution passed by the Student Senate Committee Chairpersons and by a two-thirds (2/3) majority vote of those Student Senators present and voting at a Student Senate session, subject to final approval of the UNO Chancellor.

#### **ARTICLE X: ENABLING ARTICLE**

These By-Laws shall fulfill Article VI of the SG-UNO Constitution to provide the proper and efficient operation and administration of SG-UNO through a Student Senate Resolution passed by a two-thirds (2/3) majority vote of those Student Senators present and voting at a Student Senate session, subject to final approval of the UNO Chancellor.

## **Appendix - Common Terms**

- Absent- When a voting member is not present
- Abstain- To refrain from voting
- Appoint- To name officially
- Attendance- The act of being present
- Automatic Removal- Removal from office for failure to meet and maintain current requirements
- Business day- Any day in which UNO offices are open
- By-Laws- Rules adopted by an organization chiefly for the government of its members and the regulation of its affairs
- Chairperson- The presiding officer of a meeting
- Commission- A group of persons directed to perform a duty or set of duties
- Commissioner- A member of a commission
- Committee- A body of persons delegated to consider, investigate, take action on, or report on some matter or matters
- Constitution- A written instrument embodying the rules of a political or social organization
- Court- An official assembly for the transaction of judicial business
- Electorate- All currently enrolled students of the University of Nebraska at Omaha and University of Nebraska students who pay University Program and Facilities Fees at UNO
- Grievance- The formal expression of a complaint
- Impeachment- The bringing of charges against an official before a tribunal
- Jurisprudence- The course of court decisions
- Justice- An official authorized to decide questions brought before a court
- Liaison- One who establishes and maintains mutual understanding and communication
- Malfeasance- The commission of a wrongful act
- Majority- A number that is more than half of a total; a group of more than fifty (50) percent
- Meeting- An assembly for a common purpose
- Member- One of the individuals composing a group
- Nonfeasance - The failure to perform official duties and responsibilities
- Office Hour- An hour of time, outside of any required meetings, in which officials are to make themselves available for students, to work on items relating to the organization, and to be present in the SG-UNO offices
- Open forum- A time set aside for open discussions and external speakers
- Parliamentarian- An expert in the rules and usages of a deliberative assembly
- Present- In attendance, not elsewhere
- Present and voting- The members of an assembly hearing business
- Position- A social or official rank or status
- Quorum- The number of members needed to transact business
- Sergeant at Arms- An officer of an organization who preserves order and executes commands
- Simple majority- Constitutes one more than half of those present and voting
- Student-at-Large- A student not serving in any particular office
- Student body- Those students attending UNO (see Electorate)
- Student Senate Committee meeting- The meeting of Student Senate Committees for the investigation or conduct of business

Student Senate session- The convening of the entire Student Senate for the conduct of business

Term- A limited or definite period of time

Vote- A formal expression of opinion or will in response to a proposed decision